

**Local ABC System
Compensation and Benefits Survey**
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Washington

ABC Employees

1. How many employees does your ABC system have? full-time 2 part-time 6
other 3 Board Members

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME James Todd Moore TITLE Supervisor
SALARY \$ 33,288.84 BONUS \$ 796.64 BENEFITS Yes ☒ No ☐ HIRE DATE 11-01-81

NAME Jonathan Edward Maxwell TITLE Store Manager
SALARY \$ 27,935.16 BONUS \$ 581.98 BENEFITS Yes ☒ No ☐ HIRE DATE 08-27-01

NAME Barney O. Cox TITLE Clerk
SALARY \$ 14,793.81 BONUS \$ 311.29 BENEFITS Yes ☐ No ☒ HIRE DATE 03-14-05

NAME Donald F. Wassell TITLE Clerk
SALARY \$ 6,370.52 BONUS \$ 152.54 BENEFITS Yes ☐ No ☒ HIRE DATE 07-16-02

NAME Lela K. Carter TITLE Bookkeeper
SALARY \$ 6,130.00 BONUS \$ 128.75 BENEFITS Yes ☐ No ☒ HIRE DATE 08-01-02

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME James Todd Moore TITLE Supervisor
SALARY \$ 27,155.12 BONUS \$ 773.44 BENEFITS Yes ☒ No ☐ HIRE DATE 11-01-81

NAME Jonathan E. Maxwell TITLE Store Manager
SALARY \$ 27,121.56 BONUS \$ 565.04 BENEFITS Yes ☒ No ☐ HIRE DATE 08-27-01

NAME Barney O. Cox TITLE Clerk
SALARY \$ 12,359.96 BONUS \$ 304.32 BENEFITS Yes ☐ No ☒ HIRE DATE 03-14-05

NAME Donald F. Wassell TITLE Clerk
SALARY \$ 6,526.99 BONUS \$ 163.93 BENEFITS Yes ☐ No ☒ HIRE DATE 07-16-02

NAME Lela K. Carter TITLE Bookkeeper
SALARY \$ 6,000.00 BONUS \$ 125.00 BENEFITS Yes ☐ No ☒ HIRE DATE 08-01-02

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME James E. Hamilton TITLE Supervisor
SALARY \$ 24,752.02 BONUS \$ 779.44 BENEFITS Yes ☒ No ☐ HIRE DATE 03-01-73

NAME James Todd Moore TITLE Store Manager
SALARY \$ 30,456.02 BONUS \$ 565.04 BENEFITS Yes ☒ No ☐ HIRE DATE 11-01-81

NAME Jonathan E. Maxwell TITLE Clerk
 SALARY \$ 29057.64 BONUS \$ 406.85 BENEFITS Yes ☒ No ☐ HIRE DATE 08-27-01

NAME Barney D. Cox TITLE Clerk
 SALARY \$ 7524.00 BONUS \$ 146.19 BENEFITS Yes ☐ No ☒ HIRE DATE 03-14-05

NAME Lela K. Carter TITLE Bookkeeper
 SALARY \$ 5808.00 BONUS \$ 121.00 BENEFITS Yes ☐ No ☒ HIRE DATE 7-16-02

3. Please attach a list of the benefits you pay to your 5 highest paid employees. Only full-time employees (store supervisor + manager) receive benefits of health insurance and retirement.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Simon Davis - \$1500.00 Ronald Barnes - \$900.00
Marvin T. Faulk - \$1000.00 Wilbur Sessoms - \$150.00

Fiscal Year 2008

Simon Davis - \$1500.00 Ronald Barnes - \$900.00
Marvin T. Faulk - \$900.00

Fiscal Year 2007

Simon Davis - \$1500.00 Ronald Barnes - \$900.00
Marvin T. Faulk - \$900.00

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes ☒ No ☐ If so, what? mileage reimbursement @ current county rate

7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☐ N/A

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☐ N/A

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$1357.59 for Conventions '08 + '09 Paid in Fiscal Year 2009

Submitted by Name J. [Signature] Title: Superintendent Date: 12-2-09

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

RECEIVED

NOV 30 2009

NC ABC COMMISSION

Name of ABC System

WAXHAM ABC Board 124

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 2
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME JOHN C NABORS TITLE General Mgr
SALARY \$ 51,025.25 BONUS \$ 550.00 BENEFITS Yes ☒ No ☐ HIRE DATE 10/2006

NAME Deborah B Outen TITLE Asst Mgr
SALARY \$ 29,706.73 BONUS \$ 400.00 BENEFITS Yes ☒ No ☐ HIRE DATE 4/2003

NAME Willie E Pittman TITLE Clerk
SALARY \$ 22,431.75 BONUS \$ 200.00 BENEFITS Yes ☒ No ☐ HIRE DATE 1/2008

NAME TOM G CULHANE TITLE Part Time Clerk
SALARY \$ 4,760.00 BONUS \$ 50.00 BENEFITS Yes ☐ No ☒ HIRE DATE 10/2007

NAME Myron R. Cox TITLE Part Time Clerk
SALARY \$ 1,210.00 BONUS \$ 50.00 BENEFITS Yes ☐ No ☒ HIRE DATE 5/2008

*

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME JOHN C NABORS TITLE General Mgr
SALARY \$ 50,000 BONUS \$ 500.00 BENEFITS Yes ☒ No ☐ HIRE DATE SAME

NAME Deborah B Outen TITLE Asst Mgr
SALARY \$ 28,000.00 BONUS \$ 300.00 BENEFITS Yes ☒ No ☐ HIRE DATE SAME

NAME Willie E Pittman TITLE Clerk
SALARY \$ 19,000.00 BONUS \$ 150.00 BENEFITS Yes ☒ No ☐ HIRE DATE SAME

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME JOHN C NABORS TITLE General Mgr
SALARY \$ 40,000.00 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE SAME

NAME Deborah B Outen TITLE Asst Mgr
SALARY \$ 25,000.00 BONUS \$ 150.00 BENEFITS Yes ☒ No ☐ HIRE DATE SAME

NAME Willie E. Pitman TITLE Part Time Clerk
SALARY \$ 8,000.00 BONUS \$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 11/2006

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

E. J. MARROCCO \$400.00, Alice Neal \$200.00, Richard G. Miller II
350.00, SUE ANN LANE \$50.00, Tom Culhane 50.00

Fiscal Year 2008

E. J. MARROCCO \$600.00, Alice Neal \$300.00, Richard G. Miller \$75.00
Bob Schmidt 75.00

Fiscal Year 2007

E. J. MARROCCO \$600.00, Alice Neal \$300.00, Bob Schmidt \$300.00

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☒ N/A

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒ N/A

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 750.00

Submitted by Name [Signature] Title: Chairwoman Date: 11/24/09

Health Insurance is paid for the full time employees. It is \$675.93 per month for John C. Nabors Deborah B. Outen and Willie E. Pittman. Employees receive one week vacation, General Mgr receives two week vacation.

*Payroll was not done on site until June 2006. All previous are educated projections.

NAME OF ABC BOARD: Wayne County ABC Board

ABC Employees

RECEIVED

NOV 30 2009

NC ALCATION

1. How many employees does your ABC system have?
Full-time 18 part-time 9 other 0
2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods

SEE ATTACHMENT #1

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

- 401K Matching
- Health Insurance
- Retirement Matching
- Employee Assistance Program
- Longevity Pay

4. List the names of your board members and their annual board compensation

SEE ATTACHMENT #2

5. Do your board members receive other compensation for their service
Yes X No

Group Life Insurance policy valued at \$10K

6. Do you have a travel policy for board members/employees?
Yes X No

When was it instituted? 1997

Attach a copy. SEE ATTACHEMENT #3

7. Do you have an ethics policy in place for board members/employees?
Yes X No

When was it instituted? 1997

Please attach a copy. SEE ATTACHEMENT #4

8. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services?

Yes X No

9. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars?

Meals – Yes

Other – No

10. Do you have a nepotism policy in place for board members/employees?

Yes X No

When was it instituted? 1997

Please attach a copy. SEE ATTACHEMENT #5

11. Do you have a standard process for setting salary and compensation ranges for ABC employees?

Yes X No

When was it instituted? 1997

Please attach a copy. SEE ATTACHEMENT #6

13. Do you pay a car allowance for board members/employees? Yes ___ No X

If so, how much is it per year total and who receives it? N/A

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009?

\$21,337.23

Submitted by Name



Michael D. Myrick
Business Manager
Wayne County ABC

ATTACHMENT #1

FY 08-09

NAME	TITLE	Hire Date	Benefits	Salary	Longevity	Vacation sold	Holiday Bonus	Retirement Matching	Insurance	401K	Total Comp
Michael Myrick	Business Manager	12/22/1997	Y	\$ 80,186.20	\$ 2,388.60		\$ 2,598.48	\$ 4,396.96	\$ 5,462.88	\$ 600.00	\$ 95,633.12
Michael Dawson	Store Manager	9/23/1974	Y	\$ 48,150.75	\$ 2,371.20		\$ 1,130.88	\$ 2,665.31	\$ 5,462.88	\$ 600.00	\$ 60,381.02
Bonnie Burris	Store Manager	10/1/1997	Y	\$ 31,473.33	\$ 939.12		\$ 746.48	\$ 1,834.05	\$ 5,462.88	\$ 600.00	\$ 41,055.86
Geoffrey Pearce	Store Manager	10/1/2007	Y	\$ 29,923.34	\$ 895.44		\$ 711.76	\$ 1,626.95	\$ 5,462.88	\$ -	\$ 38,620.37
Byron Gould	Store Manager	4/10/1995	Y	\$ 26,001.00	\$ 909.48		\$ 722.96	\$ 1,588.30	\$ 182.88	\$ 600.00	\$ 30,004.62

FY 07-08

NAME	TITLE	Hire Date	Benefits	Salary	Longevity	Vacation sold	Holiday Bonus	Retirement Matching	Insurance	401K	Total Comp
Michael Myrick	Business Manager	12/22/1997	Y	\$ 76,005.40	\$ 2,307.84	\$ -	\$ 2,638.56	\$ 4,146.89	\$ 5,402.88	\$ 600.00	\$ 91,101.57
Michael Dawson	Store Manager	9/23/1974	Y	\$ 46,818.84	\$ 2,290.55	\$ -	\$ 916.22	\$ 2,556.29	\$ 5,402.88	\$ 600.00	\$ 58,584.78
Bonnie Burris	Store Manager	10/1/1997	Y	\$ 31,551.60	\$ 907.20	\$ -	\$ 604.80	\$ 1,689.56	\$ 5,402.88	\$ 600.00	\$ 40,756.04
Geoffrey Pearce	Store Manager	10/1/2007	Y	\$ 28,892.54	\$ 864.57	\$ -	\$ 576.38	\$ 1,550.02	\$ 5,402.88	\$ 350.00	\$ 37,636.39
Byron Gould	Store Manager	4/10/1995	Y	\$ 30,181.18	\$ 878.43	\$ 563.10	\$ 585.62	\$ 1,645.86	\$ 182.88	\$ 600.00	\$ 34,637.07

FY 06-07

NAME	TITLE	Hire Date	Benefits	Salary	Longevity	Vacation sold	Holiday Bonus	Retirement Matching	Insurance	401K	Total Comp
Michael Myrick	Business Manager	12/22/1997	Y	\$ 69,269.29	\$ 1,671.08		\$ 100.00	\$ 3,546.59	\$ 3,713.16	\$ 600.00	\$ 78,900.12
Michael Dawson	Store Manager	9/23/1974	Y	\$ 47,473.48	\$ 2,223.85		\$ 100.00	\$ 2,430.64	\$ 3,713.16	\$ 600.00	\$ 56,541.13
Bonnie Burris	Store Manager	10/1/1997	Y	\$ 30,401.01	\$ 734.01		\$ 100.00	\$ 1,556.53	\$ 3,713.16	\$ 600.00	\$ 37,104.71
Byron Gould	Store Manager	4/10/1995	Y	\$ 30,883.11	\$ 1,671.08		\$ 100.00	\$ 1,581.22	\$ 182.88	\$ 600.00	\$ 35,018.29
Vernon Parker	Store Manager	10/1/1997	Y	\$ 30,093.99	\$ 734.01		\$ 100.00	\$ 1,540.81	\$ 642.96	\$ 600.00	\$ 33,711.77

ATTACHMENT #2

FY 08-09

NAME

Batts, Greg (Chairman)	\$ 1,500.00
Moore, Shelton	\$ 900.00
Daly, Brant	\$ 900.00
Meador, Dave	\$ 900.00
Sawyer, Joseph	\$ 900.00

FY 07-08

NAME

Lutz, Fred (Chairman)	\$ 1,500.00
Batts, Greg	\$ 900.00
Moore, Shelton	\$ 900.00
Daly, Brant	\$ 900.00
Meador, Dave	\$ 900.00

FY 06-07

NAME

Lutz, Fred (Chairman)	\$ 1,500.00
Batts, Greg	\$ 900.00
Moore, Shelton	\$ 900.00
Daly, Brant	\$ 900.00
Meador, Dave	\$ 900.00

ATTACHMENT #3

TRAVEL POLICY

May 2007

The travel policy shall follow the guidelines set forth from the State Alcoholic Beverage Control Commission and North Carolina State guidelines. Policy regulations are as follows:

- (1) The Wayne County ABC System will pay for Board Members and Business Manager Expenses only. Travel by any employee of the Wayne County ABC Board in their privately owned vehicle will be at the current rate as established by the IRS.
- (2) All meals must be accompanied with a meal receipt.
- (3) The Board Member and the Business Manager must sign all travel expense reports before being paid.
- (4) Board Owned Vehicles: Board owned vehicles are to be used only for Board business.

***NOTE:** In accordance with the IRS Commuting Valuation Rule. The value of commuting use of an employer-provided vehicle is \$1.50 per one-way commute or \$3.00 round-trip per employee.

- (5) All travel expense reports will be audited by our CPA to make sure they are in line with approved policy and state regulations.

Personal use of the Business Manager's automobile will be determined by the Board.

ATTACHMENT #4

Section 4. **Gifts and Advertising Novelties** Individuals employed by the Wayne County ABC Board may not receive any gifts from the industry like money or liquor. All advertising novelties shall come to the Business Manager for distribution in the system. This does not prohibit the buyer for the Wayne County ABC system from being treated to a business meal.

- A. **Gifts** – Board members, Business Manager, and administrative staff upon approval of Business Manager may accept gifts. Any gift received must be reported to the Board at its next meeting following the receipt of a gift.
- B. **Advertising Novelties** – Board members and Business Manager may accept advertising novelties. Distribution of advertising novelties to other Board employees shall be at the discretion of the Business Manager.

ATTACHMENT #5

ARTICLE D.

APPOINTMENT AND DISMISSAL

Section 4. **Limitation on Employment of Relatives** Two members of an immediate family shall not be employed in the same administrative department or store at the same time. Neither shall two members of an immediate family be employed at the same time if such employment will result in an employee directly supervising a member of his immediate family. Immediate family is defined as wife, husband, mother, father, daughter, son, sister, brother, half-sister, half-brother, step-daughter, step-son, step-mother, step-father, step-sister, step-brother, grandmother, grandfather, granddaughter, grandson, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, and brother-in-law. No immediate family member of the Business Manager shall work full-time in the Wayne County ABC System.

ATTACHMENT #6

SECTION 2

WAYNE COUNTY ABC BOARD

CLASSIFICATION, GRADE & SALARY PLAN

<u>CLASSIFICATION</u>	STARTING SALARY	MAX SALARY
STORE CLERK	\$ 18,000	\$ 29,000
OFFICE ASSISTANT	19,000	30,000
BOOKKEEPER	19,000	39,900
WAREHOUSE MANAGER	19,000	35,900
STORE MANAGER	21,000	39,900
ASSISTANT BUSINESS MANAGER	27,000	48,900
BUSINESS MANAGER	35,000	
PART TIME EMPLOYEES	8.00 / HOUR	

Cost of Living Allowance to be determined by the Board. Merit increases are recommended by the Business Manager and approved by the Board. Starting/Max salaries may be exceeded with the approval of the Board.

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Waynesville ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 4 part-time 2
other 1

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Joyce P. Rasmus TITLE Manager
SALARY \$ 51,287.54 BONUS \$ 589.90 BENEFITS Yes ☒ No ☐ HIRE DATE 5-3-1993

NAME Edwin C. Swanger TITLE Assistant Manager
SALARY \$ 37,954.62 BONUS \$ 589.90 BENEFITS Yes ☒ No ☐ HIRE DATE 5-17-1993

NAME William J. Hedges TITLE Clerk
SALARY \$ 38,525.43 BONUS \$ 589.90 BENEFITS Yes ☒ No ☐ HIRE DATE 10-10-1990

NAME Margaret McClure TITLE Clerk
SALARY \$ 33,800.48 BONUS \$ 589.90 BENEFITS Yes ☒ No ☐ HIRE DATE 7-24-1989

NAME H. Marilyn Womble TITLE Part-time Clerk
SALARY \$ 24,404.63 BONUS \$ 440.65 BENEFITS Yes ☐ No ☒ HIRE DATE 10-31-01

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Joyce P. Rasmus TITLE Manager
SALARY \$ 49,017.13 BONUS \$ 568.62 BENEFITS Yes ☒ No ☐ HIRE DATE 5-3-1993

NAME Edwin C. Swanger TITLE Assistant Manager
SALARY \$ 36,330.57 BONUS \$ 568.62 BENEFITS Yes ☒ No ☐ HIRE DATE 5-17-1993

NAME William J. Hedges TITLE Clerk
SALARY \$ 36,394.57 BONUS \$ 568.62 BENEFITS Yes ☒ No ☐ HIRE DATE 10-10-1990

NAME Margaret McClure TITLE Clerk
SALARY \$ 33,565.53 BONUS \$ 568.62 BENEFITS Yes ☒ No ☐ HIRE DATE 7-24-1989

NAME H. Marilyn Womble TITLE Part-time Clerk
SALARY \$ 16,598.73 BONUS \$ 426.21 BENEFITS Yes ☐ No ☒ HIRE DATE 10-31-01

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Joyce P. Rasmus TITLE Manager
SALARY \$ 45,126.64 BONUS \$ 568.62 BENEFITS Yes ☒ No ☐ HIRE DATE 5-3-1993

NAME Edwin C. Swanger TITLE Assistant Manager
SALARY \$ 34,347.04 BONUS \$ BENEFITS Yes ☒ No ☐ HIRE DATE 5-17-1993

NAME William J. Hedges TITLE Clerk
 SALARY \$ 35,837.86 BONUS \$ 568.62 BENEFITS Yes ☒ No ☐ HIRE DATE 10-10-1990

NAME Margaret McClure TITLE Clerk
 SALARY \$ 31,341.54 BONUS \$ 568.62 BENEFITS Yes ☒ No ☐ HIRE DATE 7-24-1989

NAME H. Marilyn Womble TITLE Part-time Clerk
 SALARY \$ 15,388.26 BONUS \$ 426.21 BENEFITS Yes ☐ No ☒ HIRE DATE 10-31-01

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009

<u>Earl Clark</u>	<u>James Wood</u>	<u>Jack Swanger</u>	<u>Raymond Ezell</u>
<u>4800.00</u>	<u>1750.00</u>	<u>3000.00</u>	<u>1000.00</u>

Fiscal Year 2008

<u>Earl Clark</u>	<u>James Wood</u>	<u>Jack Swanger</u>	<u>Wilson Medford</u>
<u>3300.00</u>	<u>2900.00</u>	<u>1000.00</u>	<u>2700.00</u>

Fiscal Year 2007

<u>Wilson Medford</u>	<u>Earl Clark</u>	<u>James Wood</u>
<u>3600.00</u>	<u>2400.00</u>	<u>2400.00</u>

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____
6. Do your board members receive other compensation for their service? Yes ☐ No ☒ If so, what? _____
7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy. not in writing
8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy. not in writing
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐ not in writing
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒
11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy. not in writing
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? .00

Submitted by Name Jay Kammur Title Manager Date 11-20-09

RECEIVED

NOV 30 2009

NC ABC COMMISSION

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System WEAVERVILLE ABC SYSTEM

ABC Employees

1. How many employees does your ABC system have? full-time 4 part-time 3
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME <u>EDWARD DOUGHTY</u>	TITLE <u>MANAGER</u>
SALARY\$ <u>35,000.00</u> BONUS \$ <u>-0-</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>10/1/09</u>
NAME <u>TAMMY WELCH</u>	TITLE <u>ASST. MANAGER</u>
SALARY\$ <u>31,200.00</u> BONUS \$ <u>-0-</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>10/1/09</u>
NAME <u>TONY ROGERS</u>	TITLE <u>FULL TIME</u>
SALARY\$ <u>27,040.00</u> BONUS \$ <u>-0-</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>10/15/09</u>
NAME <u>SUSAN ROBINSON</u>	TITLE <u>FULL TIME</u>
SALARY\$ <u>24,960.00</u> BONUS \$ <u>-0-</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>10/15/09</u>
NAME <u>CYNTHIA SONDEREGGER</u>	TITLE <u>FULL TIME</u>
SALARY\$ <u>24,960.00</u> BONUS \$ <u>-0-</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>10/15/09</u>

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME <u>WILLIAM HUSKINS</u>	TITLE <u>PART TIME 25HRS.</u>
SALARY\$ <u>14,300.00</u> BONUS \$ <u>-0-</u>	BENEFITS Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> HIRE DATE <u>10/15/09</u>
NAME <u>WILLIAM GRAMAM</u>	TITLE <u>PART TIME 25HRS.</u>
SALARY\$ <u>14,300.00</u> BONUS \$ <u>-0-</u>	BENEFITS Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> HIRE DATE <u>10/15/09</u>

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees. *NEW STORE BENEFITS IN PROGRESS.*

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

LOUIS ACCORNERO 2400⁰⁰ ANNUAL

JACOB LIONS 2400⁰⁰ "

Fiscal Year ~~2008~~ 2009

RONALD SUTTER 2400⁰⁰ "

Fiscal Year 2007

5. Do your board members receive insurance or retirement benefits? Yes ___ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ___ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ___ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ___

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ___ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? *202*

Submitted by Name *LOUIS ACCORNERO* Title: *CHAIRMAN* Date: *11/23/2009*

[Signature]

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System West Columbus ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 2
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Larry R. Britt TITLE Manager
SALARY \$ 23,920 BONUS \$ -0- BENEFITS Yes ☒ No ☐ HIRE DATE 6/15/2005

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME LARRY R. BRITT TITLE Manager
SALARY \$ 23,920 BONUS \$ 1380.00 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Larry R. Britt TITLE Manager
SALARY \$ 22,943 BONUS \$ -0- BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS\$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS\$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS\$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009

TONY N. FREEMAN Chairman \$900.00 HATTIE KELLY \$600
TIMOTHY GUY LONG \$600.00

Fiscal Year 2008

SAME AS ABOVE

Fiscal Year 2007

TONY N. FREEMAN Chairman \$900 HATTIE KELLY \$600
SYLVIA PINCHAS \$600

5. Do your board members receive insurance or retirement benefits? Yes ___ No ☒ If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes ___ No ☒ If so, what? _____
7. Do you have a travel policy for board members/employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No N/A
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No N/A
11. Do you have a nepotism policy in place for board members/employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes ___ No ☒ If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? - 0 -

Submitted by Name: Bobbie Jordan Title: Finance Officer Date: 12/1/09

WEST COLUMBUS ABC BOARD

BENEFITS (MANAGER ONLY)

RETIREMENT

MEDICAL INSURANCE

DENTAL, VISION, LIFE INSURANCE (\$10,000)

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System W.J. ABC Board 161

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 4
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME TONY LYALL TITLE MANAGER
SALARY \$ 37,500 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 10-1-07

NAME GWY BARD TITLE Clerk Part Time
SALARY \$ 10.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 11-1-07

NAME JOE SLATE TITLE Clerk Part Time
SALARY \$ 10.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 2-1-09

NAME Brenda Brown TITLE Clerk Part Time
SALARY \$ 10.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 7-1-08

NAME Wayne Cearly TITLE Clerk Part Time
SALARY \$ 8.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 11-1-09

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Chris Barr
- 0 - Effected 8-1-09 - 100.00 per month

Fiscal Year 2008
JAK Reeves
- 0 - 11 11 11

Fiscal Year 2007
Russell Killen
- 0 - 111 111 111

5. Do your board members receive insurance or retirement benefits? Yes ___ No ☒ If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes ___ No ☒ If so, what? _____
7. Do you have a travel policy for board members/employees? Yes ☒ No ___ If yes, when was it instituted? 07 Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ___ If yes, when was it instituted? 07 Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ___
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No ☒
11. Do you have a nepotism policy in place for board members/employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes ___ No ☒ If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 1500
- Submitted by Name Tony Lyall Title: Gen Manager Date: 12-1-2009

**Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System WHITEVILLE 112

ABC Employees

1. How many employees does your ABC system have? full-time 4* part-time _____
other AFTER 12/31/09 3 FULL TIME 1 PART TIME

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME <u>JOHNNY K. EASON</u>	TITLE <u>MANAGER</u>
SALARY \$ <u>34,980⁰⁰</u> BONUS \$ <u>650⁰⁰</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/02</u>
<u>XMAS</u>	
NAME <u>AMANDA RICHARDSON</u>	TITLE <u>ASST MANAGER</u>
SALARY \$ <u>27,042</u> BONUS \$ <u>480⁰⁰</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/06</u>
<u>XMAS</u>	
NAME <u>CATHY CASTILLO</u>	TITLE <u>SALES ASSOC.</u>
SALARY \$ <u>24,492⁰⁰</u> BONUS \$ <u>440⁰⁰</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>04/20/06</u>
<u>XMAS</u>	
NAME <u>CHARLES K. RANSOM</u>	TITLE <u>SALES ASSOC.</u>
SALARY \$ <u>20,356⁰⁰</u> BONUS \$ <u>400⁰⁰</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>07/07</u>
<u>XMAS</u>	
NAME _____	TITLE _____
SALARY \$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME <u>JOHNNY K. EASON</u>	TITLE <u>MGR</u>
SALARY \$ <u>35,241⁰⁰</u> BONUS \$ <u>650⁰⁰</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/02</u>
<u>XMAS</u>	
NAME <u>AMANDA RICHARDSON</u>	TITLE <u>ASST MANAGER</u>
SALARY \$ <u>25,737⁰⁰</u> BONUS \$ <u>400⁰⁰</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/06</u>
<u>XMAS</u>	
NAME <u>CATHY CASTILLO</u>	TITLE <u>SALES ASSOC.</u>
SALARY \$ <u>21,276⁰⁰</u> BONUS \$ <u>400⁰⁰</u>	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>04/06</u>
<u>XMAS</u>	
NAME <u>CHARLES K. RANSOM</u>	TITLE <u>PARTTIME SALES ASSOC</u>
SALARY \$ <u>11,192⁰⁰</u> BONUS \$ <u>250⁰⁰</u>	BENEFITS Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> HIRE DATE <u>08/07</u>
<u>XMAS</u>	
NAME _____	TITLE _____
SALARY \$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME <u>JOHNNY K. EASON</u>	TITLE <u>MANAGER</u>
SALARY \$ <u>34,281⁰⁰</u> BONUS \$ <u>1,000⁰⁰</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/02</u>
<u>XMAS</u>	
NAME <u>AMANDA RICHARDSON</u>	TITLE <u>SALES ASSOC.</u>
SALARY \$ <u>24,907⁰⁰</u> BONUS \$ <u>600⁰⁰</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/06</u>
<u>XMAS</u>	

NAME CARMELITA GARDNER TITLE SALES ASSOCIATE
 SALARY \$ 24,861 BONUS \$ 400 BENEFITS Yes ☒ No ☐ HIRE DATE 5/1/2003
 NAME CARLY CASTILLO TITLE PART-TIME SALES ASSOCIATE
 SALARY \$ 5750 BONUS \$ 250 BENEFITS Yes ☐ No ☒ HIRE DATE 04/06
 NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

GARY BASS - Chairman - \$2400 @ yr
BOB DEANS & OSCAR EDWARDS - \$1200 @ yr

Fiscal Year 2008

GARY BASS - Chairman - \$2400 @ yr
BOB DEANS & OSCAR EDWARDS - \$1200 @ yr

Fiscal Year 2007

GARY BASS - CHAIRMAN - \$2100 @ yr
BOB DEANS & OSCAR EDWARDS - \$900 @ yr

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy. We pay IRS Rate For Meetings & Conventions

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy. We use the ABC Policy & Procedural Manual

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☐ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☒ No ☐ If so, how much is it per year total and who receives it? \$1170 @ yr - MGR
\$97.50 @ mon

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009?

Submitted by Name Johnny Fifer Title: Manager Date: Nov 30, 2009

Whiteville ABC Board
Store # 112
112 S. JK Powell Blvd
Whiteville NC 28472

Full time employees participate in retirement plan which is matched by the ABC Board.

Board pays \$250.00 @ month toward health insurance. At present two employees are participating.

Employees are furnished shirts with store logo for work. Employees are reimbursed up to \$150.00 a year for slacks.

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Wilkesboro ABC Board #113

ABC Employees

1. How many employees does your ABC system have? full-time 4 part-time 1
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME John Grace TITLE Manager / Retired Oct. 08
SALARY \$ 38,500.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 7-1-1968

NAME AL Absher TITLE Asst Manager / Hired Manager Oct 08
SALARY \$ 32,600.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 1-7-1991

NAME Rick Stroud TITLE Clerk
SALARY \$ 21,000.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 7-1-2001

NAME Randy Woodel TITLE Clerk
SALARY \$ 18,000.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 7-12-2004

NAME Joey Gilbert TITLE Clerk Hired In September 08
SALARY \$ 15,600.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME John Grace TITLE Manager
SALARY \$ 37,595.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE same

NAME AL Absher TITLE Asst Manager / Clerk
SALARY \$ 31,830.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE same

NAME Rick Stroud TITLE Clerk
SALARY \$ 30,500.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE same

NAME Randy Woodel TITLE Clerk
SALARY \$ 17,500.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE same

NAME Jay Johnson TITLE Part time clerk
SALARY \$ 10.25 per hr BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE 1-28-2002

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME John Grace TITLE Manager
SALARY \$ 35,000.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE same

NAME AL Absher TITLE Asst Manager / Clerk
SALARY \$ 30,000.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE same

NAME Rick Stroud TITLE Clerk
 SALARY \$ 19,200.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE same

NAME Brendy Woodel TITLE Clerk
 SALARY \$ 16,400.00 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE same

NAME Joy Johnson TITLE Part-time Clerk
 SALARY \$ 10,000 per hr BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE same

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Ray Triplett - chairman 2,100.00 per yr. - Joy Parker - 1,200.00 per yr. - Glenn Johnson - 1,200.00 per yr.

Fiscal Year 2008

Same

Fiscal Year 2007

Same

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☒

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy.

on Back of page 2

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 0

Submitted by Name Al Absher Title: Manager Date: 11-27-2009

WILKESBORO ABC BOARD

C. G. BUMGARNER, CHAIRMAN
DR. WM. C. HAYES
JAY C. PARKER

798 CURTIS BRIDGE ROAD
WILKESBORO, NC 28697

N. C. HUFFMAN
MANAGER

TRAVEL POLICIES

FOR

CITY OF WILKESBORO

ALCOHOLIC BEVERAGE CONTROL BOARD

WILKESBORO, NORTH CAROLINA

INTRODUCTION

Travel by Board Members and Employees (henceforth referred to as "employee") is necessary and useful to the accomplishment of many Alcoholic Beverage Control functions. It is the purpose of these regulations to establish the procedure for authorizing employee travel and to describe the system of reimbursement of travel expense.

These regulations are intended to be consistent with efficient operation while permitting sufficient flexibility on the part of the employee traveling on authorized Board business.

GENERAL INFORMATION

Appropriation. The amount needed for annual travel must be included in each department's annual budget request. This total will include the estimated travel costs of anticipated training and conference trips and the estimated costs of routine travel to ABC systems within the state.

Authorization. The responsibility for keeping within the travel budget of each activity lies with the individual department. The authorization of all trips involving the use of budgeted funds will be as follows:

- (a) The Administrator and the Chief of Law Enforcement must approve travel by those under their jurisdiction.
- (b) All trips which will involve expense in excess of the total amount budgeted for travel in any department will require the additional

approval of the Administrator.

Combining Business and Vacation. If an employee wishes to combine a business trip with a vacation.

- (a) The arrangement must be approved by the proper supervisor.
- (b) The Board will provide only the reimbursement which would have been approved if the most economical mode of transportation had been used to that business destination.
- (c) The Board will provide only that reimbursement which covers the actual expenses of the business portion of the trip.
- (d) The employee must specify on the Business Expense Voucher form the dates of the conference or meeting and the total days of the trip so that vacation can be computed.

Travel With Spouse and/or Family. Spouses and/or other family members may accompany an employee on official trips. However, the Board provides reimbursement for only those expenses which the employee would normally incur if traveling alone.

Travel With Someone From Another Board. If an employee travels with someone from another board in a vehicle owned by that person or his/her employer, and if he/she shares the cost of the trip, he/she can receive reimbursement for his/her share only if proper receipts are submitted to the Director, Fiscal Management. Reimbursement for this method of travel must receive prior permission from the appropriate supervisor.

PROCEDURES

All appropriate travel requests and information should be submitted to the Administrator or Chief of Law Enforcement.

To Receive an Advance. If an advance of travel funds is requested, a request for funds must be approved by the supervisor and forwarded to the Director of Fiscal Management.

After a Trip. Within ten days after any travel, the employee must complete the standard Business Expense Voucher form and submit it to the supervisor for approval and signature. Bills and original receipts supporting the following expenditures must as required, be attached:

- Transportation
- Lodging
- Meals, including conference banquets, if the reimbursement is in excess of \$30 per day

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Wilson County

ABC Employees

1. How many employees does your ABC system have? full-time 18 part-time 6
other X

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Pat Capps TITLE General manager
SALARY \$ 61,632.00 BONUS \$ 225.00 BENEFITS Yes ☒ No ☐ HIRE DATE 08/1979
XMAS

NAME Larry Etheridge TITLE Warehouse / operations manager
SALARY \$ 34,460.00 BONUS \$ 225.00 BENEFITS Yes ☒ No ☐ HIRE DATE 06/1997
XMAS

NAME Linda Davis TITLE Store manager
SALARY \$ 35,800.00 BONUS \$ 225.00 BENEFITS Yes ☒ No ☐ HIRE DATE 05/1988
XMAS

NAME Donna Smith TITLE Bookkeeper
SALARY \$ 32,980.00 BONUS \$ 225.00 BENEFITS Yes ☒ No ☐ HIRE DATE 05/1997
XMAS

NAME Linda Jones TITLE Store manager
SALARY \$ 32,253.00 BONUS \$ 225.00 BENEFITS Yes ☒ No ☐ HIRE DATE 08/1993
XMAS

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Pat Capps TITLE General manager
SALARY \$ 58,143.00 BONUS \$ 200.00 BENEFITS Yes ☒ No ☐ HIRE DATE 08/1979
XMAS

NAME Larry Etheridge TITLE Warehouse / Operations mgr.
SALARY \$ 32,501.00 BONUS \$ 200.00 BENEFITS Yes ☒ No ☐ HIRE DATE 06/1997
XMAS

NAME Linda Davis TITLE Store manager
SALARY \$ 33,775.00 BONUS \$ 200.00 BENEFITS Yes ☒ No ☐ HIRE DATE 05/1988
XMAS

NAME Donna Smith TITLE Bookkeeper
SALARY \$ 31,112.00 BONUS \$ 200.00 BENEFITS Yes ☒ No ☐ HIRE DATE 05/1997
XMAS

NAME Linda Jones TITLE Store manager
SALARY \$ 30,465.00 BONUS \$ 200.00 BENEFITS Yes ☒ No ☐ HIRE DATE 08/1993
XMAS

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Pat Capps TITLE General manager
SALARY \$ 55,639.00 BONUS \$ 100.00 BENEFITS Yes ☒ No ☐ HIRE DATE 08/1979
XMAS

NAME Linda Davis TITLE Store manager
SALARY \$ 32,326.00 BONUS \$ 100.00 BENEFITS Yes ☒ No ☐ HIRE DATE 05/1988
XMAS

NAME Larry Etheridge TITLE Warehouse / Operations
SALARY \$ 31,101.00 BONUS \$ XMAS BENEFITS Yes ☒ No ☐ HIRE DATE 06/1997

NAME Donna Smith TITLE Bookkeeper
SALARY \$ 21,772.00 BONUS \$ XMAS BENEFITS Yes ☒ No ☐ HIRE DATE 05/1997

NAME Linda Jones TITLE Store manager
SALARY \$ 29,152.00 BONUS \$ XMAS BENEFITS Yes ☒ No ☐ HIRE DATE 08/1993

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Sheldon Campbell - Chairman \$1300.00
Ethel Leach - member \$700.00 - Steve Brewer - member \$700.00

Fiscal Year 2008

Sheldon Campbell - Chairman \$1300.00
Ethel Leach - member \$700.00 - Steve Brewer - member \$700.00

Fiscal Year 2007

Sheldon Campbell - Chairman - \$1300.00
Ethel Leach - member \$700.00 Steve Brewer - member \$700.00

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☒ No ☐
If so, what? \$50.00 per month Travel Allowance

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☒

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒
If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$7,208.87

Submitted by Name Pat Copps Title: General Manager Date: 11/27/09

11/27/09

Local ABC System – Compensation and Benefits survey
Wilson County ABC Board

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

Medical Insurance

Life Insurance

Dental Insurance (\$5.00)

NC Local Government Retirement – Employer Rate is 4.91%

NC State Prudential 401K Plan –Employer Rate is 5%

Social Security & Medicare – Employer Rate is 7.65%

Vacation Days

Sick Days

Holidays

Longevity

TRAVEL POLICY

Guidelines Relating to the State and National Conferences

1. Travel for ABC Business must be approved in our minutes by the Wilson County ABC Board Members.
2. Expenses for Board Members and Supervisor to attend the National Conference and the State Conference will be paid each year. Spouse or a guest may attend; the Wilson County ABC Board will not pay their expenses.
3. The Wilson County ABC Board business check or company credit card will pay airline tickets, hotel/motel expenses, and conference registration fees in advance. The Board will not pay expenses for alcoholic beverages or golf fees.
4. Incidental travel expenses including rental vehicles or taxi, tips, tolls and parking fees are reimbursable at actual cost.
5. Use of personal vehicle for official business is reimbursable at the standard IRS mileage rate.
6. Meals are reimbursable with proper receipt, including tax and gratuity.
7. Telephone calls pertaining to Wilson County ABC Board business are reimbursable; personal calls are not reimbursable.
8. If a cancellation or change is made for a Board Member or employee's personal benefit, it shall be their obligation to pay the penalties and charges. In case of accidents, serious illness, death within the Board Member or employee's immediate family, or other critical circumstances beyond their control, the Wilson County ABC Board will pay the penalties and charges.
9. Request for reimbursement should include all receipts and be submitted within the defined month of travel or no later than thirty (30) days.

Transportation:

Commercial Airlines – The cost of a round trip airline ticket and a taxi or rental vehicle will be approved when attending the National Conference.

By Car – Cost will not exceed price of a roundtrip airline ticket, taxi or rental car when attending the National Conference.

Maximum reimbursement for transportation will be based on the most economical mode of travel.

Adopted: 9/9/08
Date

Stu Don Campbell
Ernest G. Zach
Steve Brown

TRAVEL POLICY

MONTHLY TRAVEL ALLOWANCE FOR BOARD MEMBERS

See Minutes for October 12, 1993

Board Members will receive a travel allowance of \$50.00 per month for travel inside the county. All other travel will be reimbursed at 28 cents per mile.

See Minutes for April 8, 1997

Board Chairman no longer covered under the County insurance plan. Board Chairman will receive a travel allowance of \$50.00 per month for travel inside the county. All other travel will be reimbursed at 31 ½ cents per mile.

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Woodfin

ABC Employees

1. How many employees does your ABC system have? full-time 5 part-time 4
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME Jason A. Young TITLE General Manager
SALARY \$ 17630.70 BONUS \$ 860.00 BENEFITS Yes ☐ No ☒ HIRE DATE 7/1/07

NAME Tammy Ballew TITLE Store Manager
SALARY \$ 53884.41 BONUS \$ 2580.00 BENEFITS Yes ☐ No ☒ HIRE DATE 7/1/07

NAME Johathan R. Bass TITLE Assistant Manager
SALARY \$ 38678.04 BONUS \$ 1093.64 BENEFITS Yes ☐ No ☒ HIRE DATE 7/12/07

NAME Sheron D. Branton TITLE Head Clerk
SALARY \$ 34603.60 BONUS \$ 354.14 BENEFITS Yes ☐ No ☒ HIRE DATE 7/14/07

NAME Daniel H. Anderson TITLE Clerk
SALARY \$ 32685.22 BONUS \$ 50.00 BENEFITS Yes ☐ No ☒ HIRE DATE 3/5/08

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME Jason A. Young TITLE General Manager
SALARY \$ 15112.63 BONUS \$ -0- BENEFITS Yes ☐ No ☒ HIRE DATE 7/1/07

NAME Tammy Ballew TITLE Store Manager
SALARY \$ 45831.01 BONUS \$ -0- BENEFITS Yes ☐ No ☒ HIRE DATE 7/1/07

NAME Johathan R. Bass TITLE Assistant Manager
SALARY \$ 32603.47 BONUS \$ -0- BENEFITS Yes ☐ No ☒ HIRE DATE 7/12/07

NAME Sheron D. Branton TITLE Head Clerk
SALARY \$ 28742.75 BONUS \$ -0- BENEFITS Yes ☐ No ☒ HIRE DATE 7/14/07

NAME Jody Hall TITLE Clerk
SALARY \$ 21252.87 BONUS \$ -0- BENEFITS Yes ☐ No ☒ HIRE DATE 10/9/07

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

N/A

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009
Leonard Clark \$600.00 - Mike Mullings \$450.00
Reese Lasher \$450.00

Fiscal Year 2008
Don Hensley \$3150.00 - Mike Mullings \$3150.00
Kristine Quinn \$300.00 - Reese Lasher \$300.00

Fiscal Year 2007
N/A

5. Do your board members receive insurance or retirement benefits? Yes ___ No ☒ If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes ☒ No ___
If so, what? \$150.00 each for board meetings.
7. Do you have a travel policy for board members/employees? Yes ☒ No ___ If yes, when was it instituted? 5/08 Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ___ If yes, when was it instituted? 5/08 Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No ☒
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☒ No ☒
11. Do you have a nepotism policy in place for board members/employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes ___ No ☒ If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? N/A

Submitted by Name Brenda J. Ryan Title: Bookkeeper Date: 11/25/09

North Carolina Alcohol Beverage Control Board

ABC POLICY AND PROCEDURE MANUAL

Business Ethics and Conduct

The successful business operation and reputation of ABC Board is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of ABC Board is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to ABC Board, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

ABC Board will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Supervisor for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every ABC Board employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

North Carolina Alcohol Beverage Control Board

ABC POLICY AND PROCEDURE MANUAL

Emergency Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay plus a bonus.

Business Travel Expenses

ABC Board will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Executive Director or ABC Board Member(s).

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by ABC Board. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by ABC Board may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Youngsville ABC Board #117

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 0
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Laurie Leedy TITLE Manager
SALARY \$ 33308.25 BONUS \$ _____ BENEFITS Yes x No _____ HIRE DATE 3/1/95

NAME Stephanie Gallagher TITLE Asst. Manager
SALARY \$ 28508.37 BONUS \$ _____ BENEFITS Yes x No _____ HIRE DATE 5/1/96

NAME Allen Tharrington TITLE Clerk
SALARY \$ 29668.50 BONUS \$ _____ BENEFITS Yes x No _____ HIRE DATE 10/24/02

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes _____ No _____ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes _____ No _____ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Allen Tharrington TITLE Clerk
SALARY \$ 28510.47 BONUS \$ _____ BENEFITS Yes x No _____ HIRE DATE 10/24/02

NAME Laurie Leedy TITLE Manager
SALARY \$ 33610.52 BONUS \$ _____ BENEFITS Yes x No _____ HIRE DATE 3/1/95

NAME Stephanie Gallagher TITLE Asst. Manager
SALARY \$ 29198.03 BONUS \$ _____ BENEFITS Yes _____ No _____ HIRE DATE 5/1/96

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes _____ No _____ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes _____ No _____ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Allen Tharrington TITLE Clerk
SALARY \$ 23659.86 BONUS \$ _____ BENEFITS Yes x No _____ HIRE DATE 10/24/02

NAME Laurie Leedy TITLE Manager
SALARY \$ 36659.34 BONUS \$ _____ BENEFITS Yes x No _____ HIRE DATE 3/1/95

NAME Stephanie Gallagher TITLE Asst. Manager
SALARY\$ 23810.69BONUS\$ BENEFITS Yes ☒ No ☐ HIRE DATE 5/1/96

NAME TITLE
SALARY\$ BONUS\$ BENEFITS Yes ☐ No ☐ HIRE DATE

NAME TITLE
SALARY\$ BONUS\$ BENEFITS Yes ☐ No ☐ HIRE DATE

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

<u>Brenda Robbins, Chairman</u>	<u>\$0</u>
<u>Everette Pearce</u>	<u>\$0</u>
<u>Jim Underwood</u>	<u>\$0</u>
Fiscal Year 2008	
<u>Same</u>	

Fiscal Year 2007

Same

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they?

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what?

7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☒ it is understood as a verbal policy

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it?

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$0

Submitted by Name Laurie Leedy Title: Manager Date: 12/7/09